

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE HOUSING, EMPLOYMENT AND EDUCATION
RESOURCE DEVELOPMENT**

**VACANCY ANNOUNCEMENT
THIS IS NOT AN OFFICIAL EXAMINATION**

HEALTH PROGRAM ANALYST I

The Countywide Housing, Employment and Education Resource Development (CHEERD) division has an opening for a Health Program Analyst I to provide oversight of the Projects for Assistance in Transition from Homelessness (PATH) program under the direction of the Program Manager.

ESSENTIAL DUTIES:

- Assist with the development, planning, implementation and oversight of the Department's directly-operated and contract providers' PATH programs.
- Provide training, consultation and technical assistance to the directly-operated and contract providers PATH programs.
- Conduct monthly site visits to monitor the directly-operated and contract providers' PATH programs to ensure all Federal PATH program requirements are met and to ensure the providers' compliance with the Agreement requirements, including the performance requirements.
- Complete site review reports and follow-up on any corrective action plans.
- Analyze, prepare and submit quarterly and annual PATH data reports.
- Assist with the preparation and submission of the annual PATH Request For Applications.
- Prepare comprehensive performance summary reports.
- Generate and analyze monthly expenditure reports and contact providers who are over or under expending their PATH allocation.
- Link individuals in need of outreach and engagement as requested by Board offices, other DMH outreach programs, local businesses, law enforcement and other community members/agencies to a PATH provider.
- Direct providers' to outreach in areas which are high priority for the County/Board offices.
- Liaison to the County's Single Adult Model (SAM) Triage Navigators and the DMH SB 82 outreach/assessment teams.
- Evaluate and authorize the providers' requests to enroll individuals to whom they have provided outreach and engagement into their PATH program.
- Review the providers' notifications to terminate a client's PATH services.
- Reconcile the list of clients who were approved by DMH to receive ongoing services with the providers' client lists and IBHIS on a monthly basis.
- Review the Supplemental Security Income/Supplemental Security Disability Income application status of the clients to ensure applications are submitted for clients that are eligible for these benefits.
- Conduct Critical Time Intervention Fidelity reviews and discuss findings with the provider..
- Review the providers' self-assessment program monitoring tool and discuss any concerns with the provider, if applicable.

- Review the providers' client satisfaction survey summary report and discuss any concerns with the provider, if applicable.
- Review the providers' requests for training and collaborate with the Department's training division to develop and schedule these trainings.
- Plan and facilitate PATH provider and learning collaborative meetings.

DESIRABLE QUALIFICATIONS:

- Excellent interpersonal skills and ability to collaborate with other County departments.
- Extensive knowledge of Word and Excel.
- Strong organizational skills and attention to detail.
- Flexibility and the willingness to alter planned work flow as needed.
- Ability to multi-task throughout the day and to work with interruptions.
- Outstanding written and verbal communication skills.
- Experience with:
 - program development, implementation, monitoring and evaluation;
 - responding to grant applications;
 - contract monitoring;
 - budget monitoring; and
 - data analysis.

Interested individuals who currently hold the payroll title of Health Program Analyst I are encouraged to mail or FAX their resume, last two (2) Performance Evaluations and last two (2) years of master time records to:

**Lise Ruiz, LCSW
Program Manager
Countywide Housing, Employment and Education Resource Development
695 S. Vermont Ave. 10th Floor
Los Angeles, CA 90005
FAX: (213) 637-2336**

AN EQUAL OPPORTUNITY EMPLOYER